

ESSENDON HISTORICAL SOCIETY INC

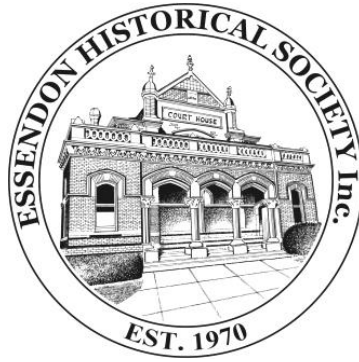
(ABN 33 706 980 895)

Moonee Ponds Courthouse Museum
768-770 Mount Alexander Road, Moonee Ponds, VIC 3039
PO Box 557 Essendon 3040

Phone: (03) 9370 4607
Website: www.esshissoc.org.au
Email: EHS@esshissoc.org.au
Facebook: EssendonHistoricalSociety
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BY-LAWS approved in July 2022

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BY-LAWS (As approved in July 2022.)

Supersedes previous versions approved in July 2015, February 2016, September 2018, September 2019 and June 2020.

To be read in conjunction with the 2013 Rules of Incorporation of the Essendon Historical Society and the Moonee Ponds Court House Handbook.

1. The Essendon Historical Society (EHS) operates from the Moonee Ponds Court House Museum at 768-770 Mount Alexander Road, Moonee Ponds, Victoria, 3039. The EHS Committee is the Committee of Management of the Museum site.
2. All Correspondence should be addressed to:-

The Secretary, Essendon Historical Society Inc.
PO Box 557 Essendon
Victoria 3040
3. The Moonee Ponds Court House Museum is open for use to EHS members on Saturdays, Sundays and Mondays. The Museum is open to the public every Sunday afternoon from mid-January to mid-December between 2.00-5.00 p.m. or as determined by the EHS Committee. On other days (Tuesday to Friday inclusive) the facility is shared in a licenced partnership.
4. During EHS Hours of Use, the Court House is staffed by volunteer members, one of whom must be an inducted member. On Sunday afternoons when the public is present, supervision of the site will be in accordance with the Duty Roster.
5. The Society has Voluntary Workers Insurance. If a volunteer is injured during their EHS voluntary role, then the insurance cover may provide some reimbursement of medical and other expenses in excess of Medicare refunds.
6. This insurance does not extend to travel to and from events and meetings. Use of a car is at committee member's own care and expense, and it is recommended that members arrange their own comprehensive car insurance.
7. Committee Meetings will normally be held monthly at the Moonee Ponds Court House Museum and will commence at 7 pm and conclude no later than 9 pm. A resolution to extend the closing time of the

meeting by 30 minutes may be granted if supported by a majority of members present. Such extension of time shall only be used to finalise the matter under discussion

8. As a rule, the President should serve no more than three (3) consecutive years.
9. The Committee shall have the power to second other members to the Committee as required, such as filling casual vacancies and forming Sub-committees.
10. General Meetings are held on the fourth Tuesday of the month at 7.30 p.m. at the Moonee Ponds Courthouse Museum, during the months of February to November unless notified otherwise.
11. The Annual General Meeting is conducted at the Moonee Ponds Courthouse Museum on the fourth Tuesday in August each year, commencing at 7.30 p.m.
12. All Committee and General Meetings will follow the standard meeting agenda procedure as follows:

- Open Meeting
- Apologies
- Minutes of previous Meeting
- Business Arising
- Correspondence
- Reports
- General Business
- Other Business
- Close meeting

It is essential that the Minutes contain all resolutions and agreements, whether reached formally through motions or by consensus, and a clear statement of the action to be taken in relation to each item including the person responsible for the action and a timeline for completion, where appropriate.

13. All expenditure over the amount of five hundred dollars (\$500.00) must be approved by the Committee and recorded in the Minutes.
14. Expenditure for goods or services approved by the Committee exceeding \$1,000 in value should be advised to the next General Meeting of Members.
15. The amount of the annual subscription of Membership Fees must be determined by the Association, at the Annual General Meeting. This must be for the following financial year.
16. Membership Fees are due by the 31st of August each year. A member is taken to have resigned if the member's annual subscription is more than 24 months in arrears.
17. New Members admitted after 1st January in any year shall pay 50% of the Annual Membership Fee.
18. To be eligible to vote at General Meetings, members must be financial at the time of the meeting.
19. The Financial Year is from 1st July to 30th June.
20. Grant applications may be prepared by any individual or sub-committee that has been approved for the purpose by the Committee. This process must be formally recorded in the Committee Minutes.

The Committee must then formally approve all grant applications before they are submitted to any external organisation.

Applications for grants for work on the buildings or grounds must be notified to the Department of Environment, Land, Water and Planning (DELWP) and Heritage Victoria, as owners of the property.

Once approved by the Committee, these applications are to be recorded in the Committee Minutes as outward correspondence and advised to other members at the next general meeting and in the Newsletter.

21. The EHS Committee may permit other approved organisations / businesses to use the Moonee Ponds Courthouse Museum during the EHS Hours of Use and the Committee shall determine if any fees or charges are applicable. In all cases of usage by external organisations or businesses it is mandatory for them to complete the **Booking & Hire Form** and lodge it, together with the Bond, with the Secretary before using the Courthouse.
An inducted member of the EHS must be in attendance at the function.
22. The EHS Committee is responsible for the cleanliness and daily maintenance of the Moonee Ponds Courthouse Museum and its environs.
23. Major maintenance and other alterations to the fabric of the Moonee Ponds Court House Museum may not take place without first consulting Heritage Victoria (Department of Environment, Land, Water and Planning DELWP).
24. The Secretary shall be the nominated contact person with DELWP and be responsible for ensuring that necessary permit applications are made to Heritage Victoria.
25. Any items donated to the EHS for its Collection must be approved and be in accordance with the **Museum's Collections Management Policy**
26. Material must not be removed from the EHS Collection without prior approval of the Committee.
27. Acceptance of invitations from external organisations and bodies for EHS members to attend official functions and/or meetings on behalf of the EHS must have prior approval from the Committee.
28. Any gifts presented to EHS members at these functions remain the property of Essendon Historical Society and their allocation is at the sole discretion of the Committee.
29. Any gifts presented to individual members at a private talk or function is their personal property.
30. All appointments to outside organisations and sub committees are to be confirmed annually at the Annual General Meeting. Short term appointments, or vacancies arising during the year, may be filled with the approval of the Committee.
31. New Members must complete the **New Member Application Form** in accordance with the "Rules of Incorporation" Section 9 (Membership) or agree electronically to the statement that "I/We wish to become a member/s of the Essendon Historical Society Inc (EHS) and agree to support the purposes of EHS, comply with the Rules Of Incorporation of the Society and the Society's By-Laws which can be found on the EHS website.
32. Nominations for Life Membership must follow the procedure set out in the Life Membership Policy.
33. A General Meeting, following a recommendation of the Committee, may alter, change or repeal these By-Laws as may be necessary for the good governance of the EHS.

34. Duties and Responsibilities of Committee Members: -

The Committee may allow the various duties nominated under this By-Law to be combined in different ways to suit available personnel and changing needs. The titles of the positions may also be varied.

The Committee must formally adopt any revised duties and titles.

President

- i. A leadership role in maintaining and promoting the aims of the EHS, and developing EHS Policy;
- ii. After approval by the Committee, authority to sign documentation on behalf of EHS;
- iii. To chair all general, committee and special meetings of the EHS;
- iv. To oversee and coordinate meetings, activities, special events and fundraisers, and delegate tasks as necessary;
- v. Welcome all guests to its activities, fundraisers, and events;
- vi. Represent the EHS or delegate a representative for all functions to which the EHS has been invited;
- vii. Control authorised access to EHS property and ensure security is an allocated duty during non-EHS use of the building;
- viii. Ensure that members are aware of the policy set out in the agreement with the City of Moonee Valley;
- ix. Act as a signatory on EHS Bank accounts;
- x. Encourage Members' involvement in EHS committees and management;
- xi. Prepare a President's report for the Annual Report;
- xii. Ensure that the Crown Reserve Act responsibilities are met in relation to the Court House Reserve.

Vice-President

- i. Supportive role to the President;
- ii. Assist the President with the overall organisation of the EHS, especially the tasks delegated by the President;
- iii. Represent the EHS when requested by the President or Committee;
- iv. Chair meetings when the President is absent.

Secretary

- i. Provide a supportive and liaison role to the President in relation to EHS matters;
- ii. In conjunction with the Treasurer, complete Annual Statements for ACNC and Department of Consumer Affairs;
- iii. Prepare agendas of Committee and General meetings;
- iv. Take minutes of all meetings (A Minute Secretary may be appointed for this purpose);
- v. Attend to all correspondence, including electronic, as required and liaise with all office bearers that correspondence referred to them has been actioned;
- vi. Report on all correspondence to General and Committee meetings;
- vii. Assign members of the EHS Research team to handle research enquiries;
- viii. Distribute keys and maintain the Key Register;
- ix. Act as a Signatory on EHS Bank Accounts;
- x. Organise inductions for new Key Holders
- xi. Respond to telephone calls at the Court House.

Treasurer

- i. Ensure money due to the Essendon Historical Society is received by the required date and banked promptly;
- ii. Make payments authorised by the Committee and be one of the signatories on EHS Bank Accounts;
- iii. Maintain correct accounts, records and books that show the financial affairs of the EHS, which shall include full details of all receipts and expenditure connected with the activities of EHS;
- iv. Prepare and present an audited Financial Report at the Annual General Meeting in accordance with the 2012 Incorporations Act;
- v. Present to each scheduled EHS General Meeting:
 - A statement showing the current Bank Balance and any monies on hand;
 - Details of monies received from all sources since the last meeting;
 - Details of any items that need to be purchased and for which EHS General Meeting approval is required.
- vi. Present to each scheduled EHS Committee Meeting:
 - A written statement showing the current Bank Balance and any monies on hand;
 - A copy of the latest Bank Statement;
 - Details of monies received from all sources since the last meeting;
 - A list of monies owing to EHS and an explanation when this money will be received
 - A list of all other payments made since the last meeting;
 - A list of all accounts for which EHS Committee approval is required.
- vii. Prepare statements comparing income and expenditure with the budgetary forecasts;
- viii. Ensure that the appropriate insurance coverage for the EHS membership and the Court House is maintained;
- ix. Prepare the Annual Report;
- x. Recommend to the Committee the level of the annual membership fee;
- xi. Assist with the preparation of Grant Applications;
- xii.** Play a key role in financial matters associated with the implementation of the Licence Agreement.

Publicity Manager

- i. Publicise forthcoming events, available publications and the Society's work of researching and recording of local history.
- ii. Liaise with the Committee and other EHS members for online, press, radio and TV coverage;
- iii. Issue press releases for events, fundraisers and activities as directed;
- iv. Assist, wherever possible, with the production of EHS promotional material and its distribution.

Newsletter Editor

- i. Produce, each year, five (5) Newsletters on behalf of the EHS;
- ii. Record information in the newsletter as requested by the Committee and General meetings;
- iii. Circulate the newsletter to members and others as directed by the Committee;
- iv. Arrange for a copy of each publication, both hard copy and electronic, to be filed in EHS records.

Membership Secretary

- i. Send renewal Notices for membership fees to members in early July each year;
- ii. Send Annual Dinner and Christmas Dinner invitations to all members;
- iii. Maintain an up-to-date membership list;
- iv. Liaise with the Newsletter Editor and Secretary to ensure that they are fully aware of any changes in membership status;
- v. Confirm with the Newsletter Editor which members want the Newsletter posted to them and which members require it to be sent by email;
- vi. Send welcome letters to new members;
- vii. Send a Membership Renewal Reminder Letter and in addition make personal contact (by telephone) to members who are still unfinancial at the end of August;
- viii. Send letters to Members who are not renewing memberships, thanking them for their support and confirming they would be welcome to re-join at any time;
- ix. Advise EHS committee, in writing, from the September meeting onwards of the names of unfinancial members.
- x. Maintain the list of member's emergency contacts.

33 Duties & Responsibilities to be Allocated by the Committee as necessary

- i. Coordinate the electronic storage of the records in the Museum and of EHS;
- ii. Minute Secretary; (Currently allocated to Vice President);
- iii. Coordinate the activities of the Cataloguing Sub-Committee;
- iv. Organise displays in the Museum; (Allocated to Committee Members Lyndall Byrne & Elaine Brogan ~~for 2019-2020~~);
- v. Manage the supply and re-stocking of all stationery supplies; (Currently allocated to the Treasurer);
- vi. Organise the catering for monthly General Meetings;
- vii. Manage the catering for EHS events, afternoon teas, launches etc
- viii. Organise the volunteer Sunday roster for the Museum (Allocated to President)
- ix. To manage and update the EHS website (Allocated to Vice President)
- x. Manage the EHS Facebook and Twitter accounts (Allocated to Vice President)
- xi. Co-ordinate the holding of heritage walks;
- xii. To be responsible for the organisation of public programmes;
- xiii. Co-ordinate Moonee Ponds Courthouse Museum visits by schools, U3A and other organisations;
- xiv. Organise EHS functions such as the Annual Dinner meeting etc.
- xv. Manage the Memory Lane Garden including tile orders and installation; (Allocated to Julie Scott)
- xvi. Arrange speakers for EHS Monthly meetings and provide the necessary Resources /gifts (Allocated to Committee member Elaine Brogan).

34: Code of Behaviour

EHS Committee Members must meet the following criteria with regard to their conduct during any activity held or sanctioned by EHS.

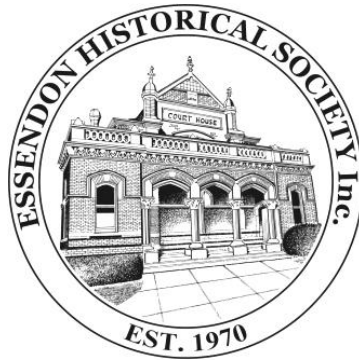
- a) Wherever possible attend all Committee and General Meetings;
- b) Maintain confidentiality of all matters discussed in Committee Meetings and any informal discussions regarding Committee issues;
- c) Respect the rights, dignity and worth of others;
- d) Be fair, considerate, and honest in all dealing with others;
- e) Act in a professional manner and accept responsibility for their actions;
- f) Be aware of their legal responsibilities;
- g) Make a commitment to providing quality service;
- h) Always maintain strict impartiality;
- i) When a conflict of interest occurs, it is required that the member removes themselves from the discussion and decision-making process;
- j) Be aware of, and maintain an uncompromising adherence to EHS standards, Rules, By-Laws and policies;
- k) Refrain from any behaviour that may bring EHS into disrepute;
- l) Provide a safe environment for the conduct of EHS activities;

35. Conditions for Use of Court House Site

Please refer also to the Moonee Ponds Court House Handbook.

The Key Holder must ensure that:

- i. **Respect** is shown for the Court House building, its contents, and the garden.
- ii. Anyone using the Court House is encouraged to show **respect for others** as in the Code of Conduct.
- iii. The following rules as required in the Court House licence are kept:
 - Smoking is not permitted on the premises.
 - No alcohol (unless authorised) or illegal substance is to be brought onto the property.
 - Animals (except for guide dogs or other support animals) are not permitted on the site.
 - Any activity involving a naked flame is prohibited.



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ESSENDON HISTORICAL SOCIETY INC

Hire of Moonee Ponds Court House Policy

Each application for use of this facility must be made on the required application form, signed by the authorised applicant, stating the purpose, times and dates required, and containing the applicant's undertaking on behalf of the user group to comply with these conditions of usage.

The applicant shall state the name of the user group and the authority of the applicant for making such application, together with private and business telephone numbers of the applicant.

The applicant making the application on behalf of a user group will then be liable to ensure compliance with these conditions.

The Hirer must be over 21 years of age.

The completed application shall be forwarded to The Secretary, Essendon Historical Society, via email to EHS@esshissoc.org.au with the hiring fee and security deposit

Permitted Uses

The Court House is a heritage building which is a museum containing historic, fragile items. The Courtroom can be used for, (but are not limited to) meetings, lectures, talks, writing workshops, discussions, interviewing, recording, timetabled activities and educational programmes.

Capacity of the Court House is limited to 40 persons.

Bookings:

A booking will be confirmed only upon receipt of a completed application form, evidence of satisfactory insurance and payment of security bond of \$500. The security bond will be withheld until any loss or damage is rectified. An inducted EHS member or MVCC staff member must open and close building and be present during the whole time of the hiring period.

Cancellation by Committee of Management:

The Committee may cancel any booking when it is found that breaches of the Conditions of Usage have occurred. Any refund shall be at the sole discretion of the Committee of Management whose decision shall be final.

Additional Equipment:

Any application for usage must provide details of any additional equipment which the user group is intending to bring into the Court House Museum.

Cost of Hire

A minimum charge of \$400 will apply for up to a period of 4 hours. After that the rate will be \$100 per hour or part thereof. Not for Profit groups rates will be by negotiation.

Hiring Times:

The times booked must include set up times and last person out. Any use of the facility after the engaged time will be charged for at the appropriate commercial rate of \$100 per hour.

Limit of Hiring:

The hirer shall only be entitled to use the specified / defined part or parts of the facility hired, and the Committee of Management reserves the right to use or let any other portion of the facility for any other purpose or purposes at the same time.

Refusal to Let and Sub-Letting:

The Committee of Management reserves the right to refuse, at its absolute discretion, any application for hire of the facility. It may also terminate, without notice, the usage of the facility by any group found to be in breach of this hiring Policy. No portion of the facility hired may be sub-let or any booking transferred or assigned without the prior consent of the Committee of Management.

Hours of Use:

The Moonee Ponds Court House Museum may be used between the hours of 9.00 am and 10.30 pm.

Code of Conduct in the Court House:

No obscene or insulting language or disorderly behaviour shall be permitted in any part of the facility. The Hirer is responsible for the control of conduct of patrons at all times during their allocated booking times. Where functions are attended by persons under the age of 21 the Hirer will be the person responsible for actively supervising the function.

Smoking is not permitted inside any part of the facility which also includes within five (5) metres of the external entry doors to the Museum and under any of the external covered verandas.

No alcohol (unless authorised) or illegal substance is to be brought onto the property.

Animals (with the exception of guide dogs or other support animals) are not permitted on the site.

Activities involving a naked flame are prohibited.

Amplified Music:

Amplified music is not permitted and is defined as any music which can be heard outside of the confines of the Courthouse.

Set Up

It is strictly forbidden for any persons to use screws, nails, tacks, adhesive fasteners (including masking tapes) or any other attachments in/on any part of the floors, walls, doors or ceiling of the building.

The use of loose helium balloons is not permitted.

The use of open flame cookers e.g. spit roast cookers (either inside or outside the building) is not permitted.

Furniture and Equipment:

All furniture and equipment remains the property of the Committee of Management and may not be removed or relocated outside the building.

Damages:

The hirer shall be responsible for any damage they have caused. The Committee of Management shall undertake the necessary repairs and the costs involved will be charged to the hirer. Any damage that does occur shall be reported immediately to the EHS Secretary and an Incident Report Form (found in the kitchen telephone caddy) is to be completed.

Clean-Up:

Premises must be left in the same condition in which they were found. If the premises are not left in a satisfactory condition, the hirer will be charged accordingly.

All rubbish must be placed in the bins provided. If all bins are full the Hirer is required to take the rubbish with them. The Hirer is to provide plastic garbage bags and cleaning products.

All surfaces including tables, chairs, benches, microwave, pie warmer and sinks are to be hygienically wiped clean.

All chairs are to be wiped down; stacked and placed in the area they were found.

All floors are to be swept clean and mopped using a clean damp mop and a neutral floor cleaner. Ensure that all marks, dirt, debris and stains are removed.

Food and Drink:

Prior approval must be obtained for the consumption of any form of food and drink inside the Court House building.

Insurance:

The hirer must take out Public Liability Insurance for a minimum of \$20,000,000 with an approved Insurer and must supply a Certificate of Currency for that public liability insurance prior to using the facility.

Release and Indemnity:

The hirer is responsible for any accident, loss, damage sustained to any person or property or any injury sustained by any person using any part of the facility during the currency of the hiring, notwithstanding that such event arose from or by reason of any defect in the furniture, fittings, equipment or other accessories of any kind and the hirer hereby forever releases, discharges, indemnifies and holds harmless the Committee of Management, its servants, agents and contractors against all claims and demands made or the cost of expenses incurred in connection therewith. Without limiting the former that includes:

- a. any legal liability whatsoever arising from the participation or use by the hirer and/or any other persons associated with the hirer, and in the activity of conducting the business operation at and/or occupying the facility and in all activities in connection therewith, due to any cause;
- b. any and all loss, damage, expenses, claims, demands, actions and causes whatsoever which might be made or instituted or suffered or incurred or sustained by any person or body for injury, loss or damage arising in any manner for the said participation or use;
- c. all loss or damage to any property, buildings, equipment or materials of the Committee of Management, and/or any other persons on or outside the location caused by the hirer and/or any persons associated with the hirer due to the said participation or use; and
- d. any and all loss, damage, injury or illness, including death, sustained or incurred by the and/or any person associated with the hirer arising in any manner from the said participation or use/hire or occupation.
- e. In addition, the hirer must not do or neglect to do or permit to be done or leave undone anything, which will affect Essendon Historical Society Inc. insurance policy or policies relative to fire or public risk in connection with the facility. The hirer hereby indemnifies Essendon Historical Society Inc. to the extent that such policies are affected through any such act of commission or omission.

Disputes:

In the event of any dispute or difference arising as to the interpretation of these conditions of hire or any matter contained therein, the decision of the Committee of Management shall be final and conclusive.



ESSENDON HISTORICAL SOCIETY INC

Moonee Ponds Court House Museum Booking and Hire Form

Name:

Organisation:

Position/authority:

ABN (if applicable):

Incorporation Number (if applicable): Copy of Certificate of Incorporation Attached

Postal Address:

.....

.....Post Code:

Email:

Telephone: W: H: Mobile:

Date Required: .../.../..... Attach separate list with dates for ongoing bookings

Access Times:

Open (includes Set-up time): Close (includes Pack-up time): (No later than 10.30 pm)

Number of persons attending (limited to 40 persons): Purpose of Function:

Type of Function: Community Business Private

Other details:

Food and Drink at Function?.....Y / N

Need AV?.....Y / N

SECURITY BOND: \$500 Attached

PUBLIC LIABILITY INSURANCE: Current Public Liability Certificate attached

Signature:

(By signing this form I agree to abide by the Conditions and Rules for the Usage of the Moonee Ponds Courthouse Museum)



Collection Management Policy

1. Statement of Purpose

The Moonee Ponds Court House Museum, which is administered by the Essendon Historical Society Inc, has been created to collect, preserve, research, exhibit, and interpret objects that best serve to illustrate the development of the Moonee Valley area from its beginnings to the present day.

The Collection Management Policy will be used as a guide for the development and management of the EHS Collection. The term 'Collection' as used in this Collections Management Policy is understood to mean those historically significant objects that contribute to an understanding of human behaviour, customs, activities, episodes, institutions and people within the Moonee Valley area.

The objects collected must be useful for the display, research or educative activities of EHS.

The Cataloguing Sub-Committee is responsible for the implementation of the Collection Management Policy. This Sub-Committee manages the acquisition, cataloguing and storage of the EHS Collection.

The Sub-Committee, which is composed of volunteer EHS members, reports to the EHS Committee.

2. Scope of the EHS Collection

EHS is committed to documenting the history of the Moonee Valley region from pre-European contact to the present day.

Key themes for the EHS Collection include:

- buildings
- businesses
- development of the region
- Indigenous life, both before and after European settlement
- local people / families
- organisations
- social groups
- sporting clubs
- subdivision of the land

EHS collects the following:

- Artefacts – 3D objects (for example; badges, coins, trophies, tools, glasses and crockery)
- Books, journals and magazines
- Commemorative tiles
- Documents
- Ephemera – paper material (for example: stamps, letters, postcards, letterheads, invoices, tickets, theatre programmes)
- Fabrics (for example: costumes and pennants)
- Microfiche, microfilm, CDs, DVDs and digital files
- Images and photographs
- Maps and plans
- Minute books/Registers
- Oral histories

3. Access to the Collection

3.1 Access by the Public

The Collection is accessible to the public through regular opening hours or by appointment only. Selections of the Collection will also be displayed in temporary EHS exhibitions. In addition, parts of the Collection may be made accessible digitally to the public as decided by the EHS Committee.

3.2 Access by EHS Members

Books: EHS Members may borrow a book from the Collection for a maximum of four weeks. The loan must be recorded in the EHS Loan Book.

Objects: To remove an object from the Museum for a temporary period, authorisation from the EHS Committee is required. Objects may be removed from the Museum by EHS members for the following reasons:

- external scanning that cannot be completed with the EHS equipment held at the Museum;
- professional photography that cannot be completed at the Museum; and
- professional repairs/restoration that cannot be completed at the Museum.
- Research

When an object is removed from the Court House, members **must** complete the EHS Loans Book with the following details about the object:

- Date object(s) borrowed;
- Name and **contact details** of borrower;
- Full details of object(s) borrowed (**including the accession number**);
- Reason object(s) are borrowed, (e.g. research, repair, restoration or scanning);
- Date object(s) are to be returned;

- Signature in Loans Book when object(s) returned.

The borrowing member must:

- exercise care in the handling and storage of the object(s);
- not share the object(s) with any third party; and
- return the object(s) promptly.

Note: The Computer Database of the Collection is to be accessible to authorised EHS members only.

4. Acquisition

4.1 Method of Acquisition

EHS shall acquire objects for the Collection by donation, bequest, purchase or transfer.

Donation of objects

All objects donated to EHS will become the exclusive and absolute property of EHS which will have absolute rights in relation to the use, retention and disposal of the donation. EHS will not accept conditional donations.

When making a donation to the EHS Collection, the donor must complete the EHS Acquisition form declaring that they:

- are the sole owner of the listed items;
- has entered into this donation of their own free will;
- assigns all copyright and intellectual property to EHS; and
- assigns the right to determine access to the donated items to EHS.

If possible the Acquisition form should include the following at the time of donation:

- Circumstances surrounding the object's discovery, acquisition and provenance (for example: where, when and by whom);
 - The original owner and manufacturer;
 - The object's original use;
 - A chronological history of the object; and
 - Any other pertinent facts.
- *The information provided on the Acquisition form must be capable of verification to the satisfaction of the EHS Sub-Committee*

Purchase of objects

Purchase of items may occur but must be approved in the first instance by the EHS Committee and an Acquisition form must also be completed.

4.2 Acquisition Criteria

The Cataloguing Sub-Committee will consider the following criteria before approving acquisition of an object:

- **Relevance**

The Museum only collects objects that relate to the Museum's purpose (see Section 1 above) and key collecting areas (see Section 3 above)

- **Significance**

Priority is given to objects which are significant for their historic, research or social value.

- **Provenance and Documentation**

Priority will be given to objects where the history of the object is known and associated documentation and support material can be provided.

- **Condition, intactness, integrity**

The condition of an object must be taken into consideration when acquiring material. Badly damaged material will not normally be accepted into the Collection.

- **Interpretive Potential**

Objects that tell a story that adds to the interpretation of Museum themes will be prioritised.

- **Rarity**

Objects may be prioritised if they are rare examples of a particular kind of object.

- **Representativeness**

Objects may be prioritised if they are an excellent representative example of a particular kind of object.

- **Legal Requirements**

The EHS only accepts objects where the supplier has legal title to the object.

4.3 Procedure for Acceptance into the Collection

- The Donor or EHS member completes the Acquisition form with as much information as possible. It must be explained to the Donor that, if accepted by EHS, the item will become the property of EHS. The object together with the completed Acquisition Form is placed in the "Incoming Items" section in the Ted Smith Room.

- At least two members of the Cataloguing Sub-Committee must assess the object(s) according to the Acquisition Criteria as described in the EHS Collections Management Policy (see 4-2) before acceptance into the Collection.

- If an object does not fulfil EHS acquisition criteria, the Cataloguing Sub-Committee may recommend to the donor another appropriate destination.

- In circumstances where an object(s) does not meet the Acquisition Criteria but may be of interest for short-term or research purposes, the Cataloguing Sub-Committee may refer the matter to the EHS Committee for approval to borrow the item.

Conservation

5.1 Storage and Conservation

The EHS aims to achieve high standards of care and storage of the Collection.

- Storage areas must remain clean, secure and sealed against the weather.
- Temperature and relative humidity should be kept as stable as possible
- Access to storage areas is to be controlled.
- Archival quality storage materials should be used for all significant material.
- Storage areas must be regularly checked for pests and other problems.
- Objects are not to be stored on the floor wherever possible.
- Untrained personnel should never attempt to clean, treat or restore objects.

6. De-Accessioning and Disposal Procedures

De-accessioning is the process of removing an object from the Collection.

6.1 Criteria for De-Accessioning

An object or book can be de-accessioned from the EHS Collection if:

- It does not comply with the current EHS Collections Management Policy;
- It is damaged beyond repair;
- The conservation and storage costs for it are beyond the means of the Museum, for example large photos (especially those in frames), textiles and artefacts;
- It is a lesser quality duplicate of an object which is already in the EHS Collection;
- It lacks any supporting information to enable proper identification or to establish its relevance to the Collection;
- It is not historically significant to the Moonee Valley area; and/or
- It is not useful for research, exhibition or loan.

6.2 De-Accession Procedures

The removal of an object from the Collection is to be considered by both the Cataloguing Sub-Committee and the EHS Committee. The criteria given in 6.1 apply. The outcome is to be reflected in the catalogue record.

6.3 Disposal Procedures

The object should be, in order of priority:

- Transferred to another appropriate institution;
- Sold by public auction, where appropriate;
- Given to an EHS member for his/her private use, provided they can offer better storage, restoration, display of the object or use for research purposes;
- Destroyed or recycled.



ESSENDON HISTORICAL SOCIETY INC.

PO Box 557, Essendon, VIC, 3040

Telephone: (03) 9370 4607

Acquisition Form

All objects acquired by the Essendon Historical Society Inc. (EHS) will become the exclusive and absolute property of the Society and the Society will have absolute rights in relation to the use, retention and disposal of the object(s). Please complete both pages of this document.

Complete this section ONLY if the object(s) is/are a DONATION

Name: _____

Postal Address: _____

Contact Numbers: _____ (H) _____ (M)

Email Address: _____

I, _____, donate the object(s) described *overleaf* to the EHS.

I declare that I

- am the sole owner of the listed object(s);
- have entered into this donation of my own free will;
- assign all copyright and intellectual property to the EHS; and
- assign the right to determine access to the donated object(s) to the EHS.

Signature: _____ (Donor) **Date:** _____

Complete this section ONLY if the object(s) is/are a PURCHASE

Details (example: name of book, author, supplier)

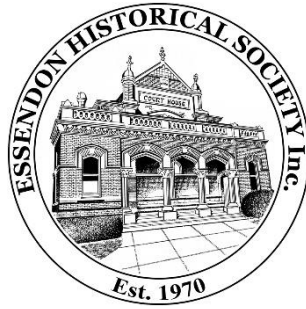
Cost: _____ **Date:** _____

OFFICE USE ONLY

All acquisitions by the Essendon Historical Society must be passed to the Cataloguing Sub-Committee for processing.

Date received: _____ **Registration Number:** _____

Signed: _____ (Cataloguing Sub-Committee member)



Schedule of Charges

Standard Photocopying (B&W)	A4	20c per page
	A3	30c per page
Standard Photocopying (colour)	A4	\$1 per page
	A3	\$2 per page

Photographs

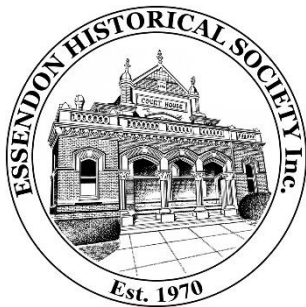
Digital copy emailed	smaller than A3	\$20
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House & Subdivision Plans

Digital copy emailed	smaller than A3	\$5
Multiple Copies of Photographs or Plans		by negotiation

Research

Research as Online Query for standard request		From \$30
Research Assistance on a Sunday		by negotiation



ESSENDON HISTORICAL SOCIETY INC

Life Membership Policy

EHS is committed to recognising individuals who have voluntarily contributed significantly to the goals and objectives of EHS as defined within the “Purposes” of the 2013 Rules of Incorporation.

The award of Honorary Life Membership is the highest honour that EHS can bestow on an individual and, as such, shall only be awarded in exceptional circumstances.

Eligibility

The nominee shall have given outstanding service to EHS for at least seven (7) years.

Criteria

Each nomination will be judged on its merits and should have satisfied the following criteria:-

- a. Have made significant contribution to the preservation and/or development of the history of Moonee Valley and District.
- b. Enhanced the standing of EHS in the local community and in Victoria by positively promoting and supporting the Society.

Rules

- a. Honorary Life Membership of EHS is for life of the member with any membership fees waived.
- b. It is a condition of the award that Honorary Life Members abide by the By-Laws of EHS Inc.
- c. In some years there will be no awards made.
- d. Only the approved Nomination Form shall be used to nominate a member.
- e. Withdrawal of Life Membership. The Committee has the power, under exceptional circumstances, to revoke a member’s Life membership where the Life Member has brought the Essendon Historical Society into disrepute. The removal of Life Membership can only be achieved by a unanimous vote of all eligible members of the Committee whose decision shall be final.

Nomination Process

- a. Any Financial Member of the EHS is eligible to nominate or support a candidate for Life Membership.
- b. The evidence to support the nomination must be clearly documented and be able to be readily corroborated.
- c. The Process shall be managed by the EHS Committee.
- d. All discussion and proceedings of the Committee shall be confidential. If a nominee for Honorary Life Membership is a Committee member, they shall withdraw from the process.
- e. The nomination must be approved by a unanimous resolution of all eligible Committee members.
- f. The decision of the Committee shall be final.

Documentation

- a. The completed Nomination Form is to be forwarded to the Secretary for consideration by the Committee together with all supporting documentation that addresses the criteria.
- b. A dated copy of the Nomination Form and Certificate for the Life Member is to be kept for archival purposes.

Making the Award

- a. The President will contact the nominated person and invite them to attend a General Meeting or another EHS Event to receive their Honorary Life Membership medallion and certificate.
- b. The name of the Honorary Life Member will be displayed on the EHS Honour Board.



ESSENDON HISTORICAL SOCIETY INC

Nomination Form for Honorary Life Membership

You must be a financial member of EHS Inc. to Nominate or Second a member of EHS for Honorary Life Membership.

Please refer to the Honorary Life Membership policy document before completing this form.

Details of the person you are nominating for Honorary Life Membership:

Name:

Address:

.....

Email:

Telephone No. (Home): **(Mobile):**

Proposer:

Name:

Address:

.....

Email:

Telephone No. (Home): **(Mobile):**

Signed: _____/____/____

Second:

Name:

Address:

.....

Email:

Telephone No. (Home): **(Mobile):**

Signed: _____/____/____



ESSENDON HISTORICAL SOCIETY INC

EDITORIAL / PUBLICATION POLICY

Conducting research into local and related history, recording and publishing the findings, is one of the key objectives of the Essendon Historical Society (EHS).

1. Purpose of Policy:

This policy sets out the guidelines for publications that are associated with EHS. The policy applies to all publications that are intended for dissemination within and/or beyond EHS membership. The policy applies to material published by EHS as well as private publications by EHS members and external authors. It covers publications both for sale and for internal use, but not minor items such as advertising pamphlets.

2. Statement of Principles:

- **Financing:** - EHS will take full responsibility *only* for those publications approved and funded totally by EHS.
- **Veracity:** - The truthfulness and accuracy of a publication must comply with EHS aims and objectives as defined within the “Purposes” of the 2013 Rules of Incorporation.
- **Editorial control:** - All publications under the auspices of EHS will be subject to EHS editorial scrutiny to ensure appropriate standards are met.
- **Storage:** - At the outset of the project, the storage location of the finished product needs to be determined by the EHS Committee. EHS will take no responsibility for storage of privately produced publications.
- **Disposal:** - When necessary, the Publications Subcommittee may make recommendations to the EHS Committee regarding the destination and the disposal of stored stock of a publication.

3. Definition of a Publication:

A publication may take the form of a book, booklet, pamphlet, CD, DVD, website application or poster. It may be in print or electronic form. The EHS Committee will aim for good quality, well-researched, well-indexed, properly referenced, and affordable publications.

4. Publications Sub-Committee:

The Publications Sub-committee will be responsible to, and appointed by, the EHS Committee. The Publications Sub-committee shall comprise three members, at least two of whom must be Committee members and include the Treasurer. When necessary, the Sub-committee will consult with other people for increased expertise.

4.1 Responsibility of the Publications Sub-committee:

- Negotiating the terms and conditions of financing, production, marketing, distribution and sales of a publication
- Making recommendations for approval or rejection of a publication proposal to the EHS Committee
- One member of the Sub-committee will be responsible for the maintenance of a Register of Publications which will record and track the progress of each publication and to record the publication's Title and short summary/description in the Register of Publications.

5. Types of Publications: - Funding arrangements and processes

a) Private, External Publication from a non-member of EHS and no funding from EHS

The author takes responsibility for the content, format, reproduction, funding, marketing, distribution, sales and storage of the publication.

Any use of EHS resources requires:

An acknowledgement of use of EHS resources in the publication and requires an acceptable donation to EHS, plus other costs (e.g., photocopying)

No editorial scrutiny will be provided.

A request to use EHS to advertise or distribute the publication requires an acceptable donation to EHS, plus other associated costs.

Limited publication of EHS text and photos from the EHS Collection is permitted if prior approval is obtained, and the source is acknowledged as the Essendon Historical Society Collection.

b) Private Publication from an EHS member and no funding from EHS

The author takes responsibility for the content, format, reproduction, funding, marketing, distribution, sales, and storage of the publication.

If endorsement by EHS is required, an "Application for Publication Approval" form is to be submitted to the EHS Publications Committee at the beginning of project.

There will be low level editorial scrutiny for accuracy, quality and compliance with aims and objectives of EHS with profits to author.

Any use of EHS to advertise or distribute product requires:

An acknowledgement of the use of EHS resources in the publication and reimbursement to EHS of all costs (e.g. photocopying)

Limited publication of EHS text and photos from the EHS Collection is permitted if prior approval is obtained, and the source is acknowledged as the Essendon Historical Society Collection.

c) Internal publication Funded and supported totally by EHS.

The EHS takes responsibility for the content, format, reproduction, funding, marketing, distribution, sales, and storage of the publication;

To receive EHS funding and support requires the submission of the "Application for Publication Approval" form to EHS Publications Committee at beginning of project;

EHS will retain any profits or carry any loss;

Full editorial control will be maintained by EHS Publications Subcommittee;

An acknowledgement is to be made by the author for the use of EHS resources in the publication;

An appropriate acknowledgement of the contribution of the authors (e.g., profiles of authors);

Endorsement may take the form of the following examples:-

- Preface or introduction written by an EHS member with approval of EHS Publications Committee;
- Statement that the author is a member of EHS;
- The statement, “The Essendon Historical Society endorses the publication of this book”, to appear on the title page.

6. Approval Criteria

In granting approval or otherwise of a proposal, the Subcommittee will consider the following criteria:

- Compliance with the aims and objectives of EHS
- Perceived intrinsic value of the work
- Potential cost impact on EHS

7. The “Application for Publication Approval” form

The request for EHS approval for a particular publication is to be submitted to the Publications Sub-committee on the “Application for Publication Approval” form which will include the following items:

- Type of publication (e.g., book, video)
- Authorship
- Funding details
- Use of EHS information and archive resources
- Editorial control by EHS. This may be none, low level or full scrutiny.
- Size, number of pages and format.
- Reproduction process (photocopying, offset), number of copies.

8. Marketing and Distribution:

The prospective author is to provide a plan including:

- a. A realistic appraisal of the potential market, possible print run and price per item and details of distribution including obligatory deposition and complimentary copies;
- b. Launch (Preliminary details);
- c. Timeline, including the start and expected completion dates of the project;
- d. Storage of product;
- e. Any other conditions and special matters.

9. Approval Process:

In most cases the Publications Sub-committee will hold an interview with the applicant. The Sub-committee will make a recommendation to the EHS Committee, using the following criteria, regarding the approval or rejection for the publication.

A proposal that has been approved by the Committee must also be signed by the author(s), the members of the Publications Sub-committee (including the EHS Treasurer) and the EHS President on behalf of the Committee.

Before the production of a publication, a draft manuscript must be submitted to the Publications Sub-committee, who will organise the final review and subsequent submission to the EHS Committee for approval.

Reference: Doyle H. & Johanson, K. (2006) "*Publishing history-A guide for historical societies*" Canberra, Australia: Federation of Australian Historical Societies Inc.



ESSENDON HISTORICAL SOCIETY INC

Application for Publication Approval

Please submit this application to the President of EHS for consideration by the Publications Sub-committee. Please note the Applicant will be the person who will be responsible for the project and will liaise with the Publications Sub-committee. The Applicant and Authors should ensure that they are familiar with the EHS Publications Policy.

Name of Applicant: Signature:

Address:

Telephone: Email:Date:.....

Type of publication (e.g., book, poster, etc.).	
Author(s)	
Funding details (Please tick the appropriate box and give brief details, including the number of copies of the publication).	<input type="checkbox"/> EHS <input type="checkbox"/> Grant <input type="checkbox"/> Private
Briefly describe which EHS resources or archival material will be used.	
Endorsement: If a private project, what type of endorsement do you request?	
Editorial control: Please tick the appropriate box	<input type="checkbox"/> None <input type="checkbox"/> Low level <input type="checkbox"/> Full scrutiny
Size (e.g., A4) number of pages

<p>format photos other</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>Reproduction process e.g., photocopying, offset</p>	
<p>Marketing & distribution</p>	<p>Please attach a plan which includes number of copies, sales outlets, details of the advertising and distribution including the obligatory deposition copies and complimentary copies and preliminary details of the launch. Pricing should include cost price, wholesale and retail prices for each item.</p>
<p>Timeline of project</p>	<p>Commencement date: _____</p> <p>Completion date: _____</p>
<p>Storage of product (i.e. no. copies kept at Courthouse)</p>	
<p>Other</p>	

Approved by:

Publications Sub-committee: Name: **Date:**

Signature:

Publications Sub-committee: Name: **Date:**

Signature:

EHS Treasurer: Name : **Date:**

Signature:

EHS President: Name: **Date:**

Signature:



ESSENDON HISTORICAL SOCIETY INC

New Member Application Form	P 34
Membership Renewal Form	P 35
Committee Member Nomination Form	P 36
Incident/Injury/Equipment Damage/Failure Report Form	P 37



These Forms supersede and replace all previous EHS versions



ESSENDON HISTORICAL SOCIETY NC

(ABN No. 33 706 980 895)

Moonee Ponds Courthouse Museum
768-770 Mount Alexander Rd, Moonee Ponds (Cnr Kellaway Avenue)
PO Box 557 Essendon VIC 3040
Telephone (03) 9370-4607

Website: www.esshissoc.org.au

Email: EHS@esshissoc.org.au

New Membership Application

I / We: (Insert full name/s)

Address: Post Code:

Phone Number (H): Mobile:

Email Address:

Emergency Contact/s (Voluntary) Name / s:

Home Phone No.: Mobile Phone No.

I/We wish to become a member/s of the Essendon Historical Society Inc. (EHS) and agree to support the purposes of EHS, comply with the Rules of Incorporation of the Society and the Society's By-Laws which can be found on the EHS website.

The EHS Newsletter and other EHS information will be sent by email
unless you advise EHS otherwise.

- Individual Membership \$30.00
- Dual Membership (two members living at the same address) \$50.00
- Student Concession Membership \$20.00

PAYMENT DETAILS

Membership Subscription	\$	
Donation - EHS	\$	
Donation – Museum Fund	\$	(Donations over \$2 to this fund are tax deductible)
TOTAL	\$	

Signature: Date:

Cheque payable to Essendon Historical Society Cash Direct Deposit Online Shop

Bank Account details: Bendigo Bank: BSB 633-000 A/C Number 149663452

Direct Deposit payment - Please make sure you put your name in the description box for your payment to be identified

Please return this form (and cheque - if applicable) to:-

The Hon Treasurer, Essendon Historical Society, PO Box 557 Essendon VIC 3040

NOTE: This Subscription will cover your Membership until 30th June,



ESSENDON HISTORICAL SOCIETY INC

(ABN No. 33 706 980 895)

MEMBERSHIP RENEWAL

We value your Membership and trust you will continue your support of EHS by completing this form and submitting it, together with your payment, to The Treasurer **no later than 31st August.**

Name 1:

Name 2: (If Applying For Dual Membership)

Address: Post Code:

Phone (Home): Phone (Mobile):

Email:

Emergency Contact/s (Voluntary)

Name / s:

Home Phone No. : Mobile Phone No.

Do you want the EHS Newsletter and other EHS information sent by email? YES NO

- Individual Membership \$30.00
- Dual Membership (two members living at the same address) \$50.00
- Student Concession Membership \$20.00

PAYMENT DETAILS

Membership Subscription	\$	
Donation - EHS	\$	
Donation – Museum Fund	\$	(Donations over \$2 to this fund are tax deductible)
TOTAL	\$	

Signature: Date:

Cheque payable to Essendon Historical Society Cash Direct Deposit Online Shop

Bank Account details: Bendigo Bank: BSB 633-000 A/c Number 149663452

Direct Deposit payment - Please make sure you put your name in the description box for your payment to be identified

Return this form (and cheque - if applicable) **no later than 31st August** to:-

The Hon Treasurer, Essendon Historical Society, PO Box 557 Essendon VIC 3040

NOTE: This Subscription will cover your Membership until 30th June.

ESSENDON HISTORICAL SOCIETY INC (EHS)

Committee Member Nomination Form

Nomination:

We hereby nominate: _____ to the EHS Committee for the position of
_____ for the financial year: 20_____ - 20_____

Moved:

Name: _____ Signature: _____ Date: ___/___/___

Seconded:

Name: _____ Signature: _____ Date: ___/___/___

Acceptance:

I accept the nomination as stated above.

Name: _____ Signature: _____ Date: ___/___/___

*Note: Nominations are to be received by the EHS Secretary
no later than 7 days before the date of the Annual General Meeting*

ESSENDON HISTORICAL SOCIETY INC (EHS)

Committee Member Nomination Form

Nomination:

We hereby nominate: _____ to the EHS Committee for the position of
_____ for the financial year: 20_____ - 20_____

Moved:

Name: _____ Signature: _____ Date: ___/___/___

Seconded:

Name: _____ Signature: _____ Date: ___/___/___

Acceptance:

I accept the nomination as stated above.

Name: _____ Signature: _____ Date: ___/___/___

*Note: Nominations are to be received by the EHS Secretary
no later than 7 days before the date of the Annual General Meeting*



ESSENDON HISTORICAL SOCIETY INC.
REPORT FORM FOR
INCIDENT / INJURY / EQUIPMENT DAMAGE OR FAILURE

MVCC Staff:

- Notify one of the MVCC Contacts listed in the Handbook or on the Noticeboard.
- Complete this Report Form and leave a copy in the kitchenette in the telephone caddy.

EHS Volunteers:

- Notify one of the EHS Contacts listed in the Handbook or on the Noticeboard.
- Complete this Report Form and leave a copy in the kitchenette in the telephone caddy.

Person Reporting the Incident / Injury / Damage: _____

Name of Affected Person: _____ **Phone No** _____

Status: EHS Volunteer MVCC Staff Contractor Visitor

Witnesses: _____

DETAILS OF INCIDENT / INJURY

Date: ____/____/20____ **Time** _____ am/pm (approximate if unsure)

Details of Incident e.g. What happened? Where did it happen? What did you see?

Action taken: (Record if Police/Ambulance/Fire Brigade or Support Person were contacted)

FAILURE OF EQUIPMENT / DAMAGE TO BUILDING

Signed: _____ **Date:** ____/____/20____

Key Holder's Signature: _____ **Date:** ____/____/20____